



## VACANCY ANNOUNCEMENT 26

**Date: 02/21/2013**



### **ANNOUNCEMENT NUMBER: 26**

**OPEN TO:** All Interested Candidates.

**POSITION:** Information /Press Assistant (Political Affairs),  
LES-9<sup>(1)</sup>; FP-5<sup>(2)</sup>

**OPENING DATE:** February 21, 2013

**CLOSING DATE:** March 7, 2013

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-9, step 1 is L.E. 84,805.

(2) Actual FP grade and salary will be determined by the US Department of State.

**Notes:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

The US Embassy in Cairo is seeking an individual for the position of Information Assistant (Political) in the Public Affairs Office.

### **BASIC FUNCTION OF POSITION**

The Press/Information Specialist for Political Issues serves as the U.S. Mission LES employee responsible for outreach to and analysis of the



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Egyptian media in the area of political issues. In her/his capacity as a media expert, s/he advises the Public Affairs Officer, Information Officer, and other U.S. Mission elements on the most appropriate strategies, programs, and tools for conveying the Mission's public diplomacy messages on political issues to the Egyptian social and print media.

On a daily basis, monitors the social media and print media for coverage and commentaries on issues relevant to the bilateral relationship, prepares a written media summary of the same for the Mission Front Office, the Economics and Political Section, and the Public Affairs Officer and Information Officer.

In coordination with other media staff and visit coordinators, organizes press conferences, roundtables, and other media events to support U.S. Government objectives in Egypt.

Prepares anticipated questions and suggests appropriate answers for talking points drafted for the Ambassador, Public Affairs Officer, Information Officer, heads of other U.S. Mission elements, and high-level U.S. Government officials, as required.

Checks the accuracy of translations from English to Arabic, drafts articles in Arabic, and edits Washington-generated Arabic-language articles, to enhance placement in the Egyptian print media and or on the Embassy web page.

Maintains working-level contacts in the Egyptian print media organizations with the purpose of achieving press placements, tracking coverage opportunities for U.S. Government speakers, and facilitating contacts between the members of the media and Embassy officers.

Liaises with the Webmaster, social media coordinator and Information Resource Center specialists, as necessary, to develop information materials and training programs in Arabic, on issues concerning the bilateral relationship or political issues, for the Egyptian media and other Egyptian audiences, and to support public affairs strategies for visiting U.S. Government officials.



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The Information Specialist for Political Issues is supervised directly by the Assistant Information Officer/Political Issues (AIO/P) and indirectly by the Information Officer (IO).

### **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in journalism, Communications, Law, international relations, social science, politics, political economy, public policy, business, economics, finance, management, liberal arts, or humanities is required.
2. Three years of experience in professional positions dealing with the media and Egyptian-U.S. or foreign affairs related fields is required.
3. Level IV (Fluent) in English and Arabic. Must be able to comprehend, interpret and analyze complex materials related to political, economic, and social issues in both languages. Must be able to translate and interpret at a professional level as required.

### **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.



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4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### TO APPLY

**Interested applicants for this position must submit the following or the application will not be considered:**

1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html> )

2. Candidates must provide in the application (DS-174) names of family members working in the Mission.

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.

4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### SUBMIT APPLICATION TO

Human Resources Office  
Attention: Neveen Elias or Lamiaa Hafez  
US Embassy, Cairo  
8, Kamal El Din Salah Street, Garden City  
Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)

### DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:  
--US citizen;



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- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US Citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: March 7, 2013**



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The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.